

METROBANK Bills Payment Procedure

For over-the-counter payments of Ateneo de Manila Senior High School Application Fee

Go to the nearest / most convenient Metrobank Trust Co. (MBTC) Branch.

1. Get a copy of Metrobank's "Payment Slip" and accomplish the required information/details:

- A. Company Name: Ateneo de Manila Miscellaneous (Utility Code: 650)
 - B. Subscriber Name: <Applicant's Unique Payment Number> <Last Name> <First Name>
(Example: **450000001 DELA CRUZ JUAN**)
Note: It is very important that you enter *both* the applicant's number and name (last name first plus the part of the first name that fits) in this field as shown in the example above, otherwise, the number and family name will not appear when the teller validates the applicant's payment slip.
 - C. Reference No: Application Fee
 - D. Subscriber No.: 450253000
(This is the **account of Ateneo de Manila SHS specifically for application fee payments.**)
 - E. Mode of Payment: Cash / Check / Debit account
Note: For check payments, please write down the following details at the back of the check: (1) Applicant's complete name (2) Applicant's payment reference number, contact number.
 - F. Amount of payment: Php 750.00 (Application Fee)
NOTE: Slips are to be accomplished in duplicate copies. 1st copy- Bank copy, 2nd copy- Client's copy
2. Present the payment slip to MBTC tellers together with cash/check.
 3. Once payment slip is validated, MBTC Teller will give the client/client representative a validated copy.
 4. Important: Before leaving, **check the copy received if the payment number and name of the applicant** (example: 450000001 DELA CRUZ JUAN) **are printed on the validated payment slip.**
*If the payee's (applicant's) unique payment number and family name are not printed on the validated payment slip *in the same manner as shown in the example*, the payment may not be attributed to the applicant.
 5. Important: To ensure that the payment can be traced and attributed to the applicant,
 - (a) upload a scan/picture file of the validated payment slip in the google form that can be accessed through this link: <https://forms.gle/bGmgcHt4BE1oRFFBA>
 - (b) and *also* upload it in the applicant's account in the Ateneo Edusuite Admission system. (In order to do this, go to the *payables* section of the applicant's admission account and click "upload receipt.")